

District Grant Delivery System (GDS) – WebGrants Information Security and Confidentiality Agreement



A signed Information Security and Confidentiality Agreement (the "Agreement") is required by the California Student Aid Commission from any Institution accessing the GDS – WebGrants System.

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|-------------------------|----------------------|--------------|-----------------|
| District Name | District Code | | |
| District Address | City | State | Zip Code |

The District listed above agrees to comply with the following requirements as a condition of gaining access to the GDS – WebGrants System of the California Student Aid Commission (the Commission):

1. Passwords and user identification numbers (IDs) are to be treated as confidential information. District employees shall not share passwords and IDs.
2. The District's Superintendent will designate another individual as the District's System Administrator. The System Administrator will be granted the authority and responsibility to create or disable individual District user accounts for that District's staff access to the GDS – WebGrants System. The Superintendent will not have this authority and responsibility.
3. Computerized files created pursuant to this agreement include confidential information. These files and the data contained within these computerized files will be maintained by the Commission consistent with federal and state privacy laws, and must be treated with the utmost confidentiality by all parties.
4. The district shall take all reasonable precautions to protect the data in the system from unauthorized access, change or destruction. Data shall not be altered, destroyed, copied, uploaded, or downloaded from the system except as authorized in the approved External User Access Request forms.
5. The Commission reserves the right to revoke access to the GDS– WebGrants System to any district or individual staff member without notice.
6. Within five (5) working days of notice, the System Administrator will disable the password and ID of any employee whose change in employment status or duties no longer requires access to the GDS– WebGrants System. Documentation of this action shall remain at the District.
7. The District shall complete a new Agreement should the Superintendent or System Administrator leave the District. The new Agreement must be filed no later than 5 days after a new Superintendent or System Administrator is appointed.
8. The District shall comply with all federal and California information security and confidentiality laws, including the Comprehensive Computer Data Access and Fraud Act (California Penal Code Section 502) and Information Practices act of 1977 (Civil Code 1798 et. seq).
9. The District shall ensure that information transmitted electronically or otherwise to the Commission has been examined and is complete and accurate to the best of its knowledge. No unencrypted email or storage media containing confidential information shall be sent to the Commission. Decryption keys shall not be sent with the encrypted data.

.....**NOTE: A District's Superintendent and System Administrator may not be the same person.**

| | | |
|---|-------------------------|-------------------|
| <i>I, the undersigned, certify that I am the System Administrator for this Agreement. I have read and understand this agreement and certify that I will comply with the requirements stated herein.</i> | | |
| Signature – District System Administrator 1 | Print Name | Date |
| E-Mail Address | Telephone Number | Fax Number |
| Signature – District System Administrator 2 | Print Name | Date |
| E-Mail Address | Telephone Number | Fax Number |

| | | |
|---|-------------------------|-------------------|
| <i>I, the undersigned, certify that I am the Superintendent of the District listed above and am authorized to act on its behalf. I have read and understand this agreement and certify that the District and its authorized users will comply with the requirements stated herein, and as required by Title 5, California Code of Regulations Section 30008. As the District's Superintendent, I hereby designate the individual(s) identified above as this District's System Administrator.</i> | | |
| Signature – District Superintendent | Print Name | Date |
| E-Mail Address | Telephone Number | Fax Number |
| | | |

District Grant Delivery (GDS) - WebGrants Information Security and Confidentiality Agreement

Policy

The California Student Aid Commission (the Commission) and the District have a joint responsibility to protect the integrity and confidentiality of the data in the Commission's database. This is vital to the privacy of individual students. The GDS – WebGrants System must be maintained in a legal and ethical manner.

Article 1, Section 1, of the Constitution of the State of California defines pursuing and obtaining privacy as an inalienable right.

The District must:

- A. Identify two authorized individuals at the District, one who is the Superintendent and the other who will act as System Administrator. The System Administrator is to be designated by the Superintendent. The System Administrator will have the authority and ability to add or disable individual users at the District campus; the Superintendent will not.
- B. Complete, sign and submit an Information Security and Confidentiality Agreement and a System Administrator's Access Request Form. Both forms must be approved by the Commission prior to the District gaining access to the GDS - WebGrants System.
- C. Notify the Commission in writing within five (5) working days if the identity of the District's System Administrator or Superintendent changes. If a new Superintendent is appointed: A new Agreement must be completed immediately and submitted to the Commission. If a new System Administrator is designated: A new User Access Request Form must be completed immediately and submitted to the Commission.
- D. Establish administrative, technical and physical safeguards to protect the security and confidentiality of records, data and system access.
- E. Within five (5) working days, disable the account of any individual who ceases employment or whose change in employment status or duties no longer requires access to the GDS - WebGrants System.
- F. Notify the Commission immediately of any security or confidentiality violation(s) by contacting the Commission's ITS Help Desk at 888.294.0148, Monday-Friday, 8:00am - 5:00pm PST.
- G. Establish training programs for District employees regarding information security and confidentiality.
- H. Retain a copy of the Information Security and Confidentiality Agreement and a copy of all past / current System Administrator's Access Request Forms. District is responsible for maintaining the names of all additional system users at their campus.

NOTE: A District's Superintendent and System Administrator may not be the same person.

Mail forms to:

California Student Aid Commission
Information Technology Services Division
Attn: CSAC HELPDESK
P.O. Box 419026
Rancho Cordova, CA 95741-9026

***Retain a copy of each individual's completed form
Do not include or send this information page with Confidentiality Agreement***